



Compensation and Benefits

Compensation: \$148,655 — \$225,002 annually. Starting salary will be dependent on qualifications, salary history, and career accomplishments. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 17.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

Retirement Plan – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program: Tier 2. Details on the Tier 2 program will be provided upon request.

Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.

Non-Elective Days – 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.

Flexible Spending Accounts – Employees may contribute up to \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays – 11 paid days per year.

SOCIAL SECURITY ACT OF 2004 Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213.

Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at: <http://hr.lacounty.gov>



The County of Los Angeles invites applications for

CHIEF LEGISLATIVE REPRESENTATIVE (UNCLASSIFIED), WASHINGTON D.C.

Open from October 9, 2014 until filled
Annual Salary: \$148,655 — \$225,002



The County of Los Angeles

With a population of over 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a nonpartisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. The other elected officials within the County structure are: the Assessor, District Attorney, and Sheriff. In addition, seven appointed positions report directly to the Board (Auditor Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief). The remaining 25 department heads report to the Chief Executive Officer, comprising a total of 35 major administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2014-15 is over \$26 billion, with funding for approximately 100,000 positions to serve its diverse population.

The Opportunity

The Chief Legislative Representative of the Los Angeles County Board of Supervisors is the face of the County of Los Angeles in Washington D.C. and leads the County's Washington D.C. office directing the County's Federal advocacy and managing County support staff, including third party, contract Federal legislative advocates. This high profile position represents the County's interests before the United States Congress, The White House, various Federal agencies and other entities. The position is unclassified and works with the County's Chief Executive Officer. The Chief Legislative Representative is accountable for identifying, monitoring, analyzing, communicating, developing, and strategizing advocacy related to any and all legislative and/or budget proposals, policies, legislation and/or administrative regulation that impact the County of Los Angeles. The person appointed will advance the legislative agenda of the County's Board of Supervisors by working collaboratively with County Departments, contract staff, and legislative personnel in the CEO's Intergovernmental and External Affairs unit.

Examples of Key Duties

- Works closely with the County's Board of Supervisors to develop the County's annual legislative advocacy platform, and maintains regular contact with the County's Board of Supervisors and Chief Executive Officer to advance the County's priorities.
- Represents the County's interests before the United States House of Representatives, United States Senate, The White House, various Federal agencies, and other entities whose actions may have an impact on the County.
- Maintains close working relationships with Members of Congress and their staff, particularly the Los Angeles County congressional delegation.
- Maintains close working relationships with key representatives of other State and Federal jurisdictions, entities and associations, and keeps them advised of County positions, issues and interests.
- Plans and manages the work of the County's Washington D.C. office, and advises subordinate staff members and third party Federal advocates on issue and policy interpretations of the Board of Supervisors.
- Tracks and communicates legislative issues and trends impacting County programs and services, and maintains ongoing liaison with key stakeholders.
- Develops ongoing analyses, updates and reports concerning the County's Federal legislative programs, issues and interests, policies and priorities.
- Analyzes Federal legislative and budget proposals in pursuit of the County's positions and public interests in areas such as budget appropriations, health, social services, public safety, transportation and infrastructure, and municipal services, among other policy areas.
- Oversees the preparation of correspondence, reports, and studies related to legislative and regulatory issues impacting the County.
- Coordinates logistics for advocacy visits of key County officials and representatives to Washington D.C.
- Represents Los Angeles County and works in coalition with the National Association of Counties, and other mutual interest and affiliated entities.

Qualifying Education and Experience

Minimum qualifications for consideration are:

- At least five years of highly responsible and accountable experience managing complex Federal legislative issues and working directly with legislators and administration officials in Washington D.C., on Federal policy issues and advocacy impacting local government, particularly areas such as budget appropriations, health, social services, public safety, transportation and infrastructure, and municipal services, among other policy areas.

Desirable qualifications include:

- Experience analyzing Federal legislation and developing legislative proposals to advance the operations and financing of local government programs.
- Experience overseeing and leading a team of staff members and contract advocates.
- Demonstrated track record of involvement with and accomplishments for local government on legislative and regulatory issues.
- Strong understanding of Federal legislative advocacy and communication strategies.
- Demonstrated track record of success in cultivating and sustaining critical relationships with a variety of key stakeholders, including elected and public officials, the media, advocacy groups, and representatives from other entities.
- Exceptional communication and interpersonal skills.
- A Bachelor's degree or higher from an accredited college or university.

For Consideration

Highly qualified candidates are invited to submit a statement of interest, a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position and current salary information. Submission should include **ALL** of the following:

- 1.Candidate's ability to meet the requirements as stated in the Qualifying Education and Experience section of this announcement.
- 2.For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Materials received by October 26, 2014, will be given first consideration.

Electronic submittals are strongly preferred and should be submitted to **ExecutiveRecruitment@hr.lacounty.gov**.

Please indicate the position title of **Chief Legislative Analyst** in the subject line of your e-mail.

Confidential inquiries welcomed to Penny Torres, Department of Human Resources

500 West Temple Street, Room 555, Los Angeles, CA 90012

Email: ptorres@hr.lacounty.gov. Telephone (213) 893-9770

